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ABSTRACT

As part of its responsibility for the development of bibliographic services in Australia, the Australian National Library presents this draft proposal for a national online shared cataloging facility to be known as the Australian Bibliographic Network or ABN. A preface describes ABN's historical background and relationship to BIBDATA, a previously proposed system. A glossary of terms is followed by discussions of the following considerations: (1) network benefits and forward planning procedures; (2) basic network concepts and standards; (3) network services including the database, system facilities, and ancillary services; (4) network costs and charges; (5) network governance; and (6) the relationship of consortia to ABN. Appendices provide guidelines for an ABN Pilot Study; a schedule of National Library editing and input standards; a list of proposed ABN databases; a guide to publications on the Washington Library Network or WLN, which is the National Library's current in-house cataloging system; considerations of ABN costs and the cost of providing an online selective record service; a schedule indicating costs and fees; proposals for the appointment of an Australian Bibliographic Network Committee and an ABN Standards Committee. (ESR)

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DEVELOPMENT OF RESOURCE SHARING NETWORKS:
NETWORKS STUDY No. 15

Draft Proposal for the Development of an Australian Bibliographic Network

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
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PREFACE

In accordance with the requirements of the National Library Act that the National Library make available "services in relation to library materials (including bibliographical services)" to other libraries, the Library has been engaged for some years on the design of a feasible national bibliographic support system, which would improve and expand the services it already provides.

In 1976 the Library published BIBDATA network: A draft proposal for an Australian national shared cataloguing system as Number 2 in its series of network studies. Public discussion of this draft proposal within the Australian library community established that there was widespread support for the general aims and objectives of the service, but that certain features of it, particularly the very substantial costs of establishing such a massive system de novo and the lack of a suitable software system ruled it out as a practical possibility.

Since that time, there have been several developments, both within the National Library and in the Australian library world generally, which have encouraged the preparation of the present proposal, which represents a considerable advance on BIBDATA.

The acquisition and successful implementation of the Washington Library Network (WLN) system by the National Library, for its own in-house purposes, has made good one of the major deficiencies of the earlier scheme. In addition, a recent substantial upgrade of the Library's computer installation provides the means by which, given the necessary authority, a modest start could be undertaken on a national service, without the immediate need for a massive, dedicated computer capacity. The Library has also secured additional experience in the provision of a selective record service to Australian libraries by way of the Australian MARC Record Service (AMRS) using the Library's own computer installation.

Outside the Library, AMRS has helped accelerate the development of automated cataloguing systems for many libraries and there has been a notable increase in local experience and expertise in the general area of computerization of library systems. Coupled with this there has been a growing realization of the need to intensify resource sharing. One expression of this realization has been the development of consortia of various types.

Given these changed circumstances, particularly the possibility of a national network being developed largely as a spin-off from the Library's own in-house operations, the Library issued, in July 1980, a draft proposal (Australian Bibliographic Network Services) for an automated national bibliographic service based on an on-line shared cataloguing facility.

In the second half of 1980, widespread consultations were held by the Library, in all capital cities except Darwin, with libraries and consortia thought likely to be interested in evaluating the draft proposal.

These consultations produced valuable constructive comment and the present document represents an attempt to incorporate as much of this comment as possible in the proposals for what has become known as ABN (Australian Bibliographic Network). Special mention should be made of the useful discussions held with the representatives of TECHNILIB, CLANN, CAVAL (Cooperative Action by Victorian Academic Libraries) and OLC (the Office of Library Cooperation) and of the extensive report on ABN made by Professor Robert Hayes. The Hayes report was commissioned by CLANN Limited and was generously made available in full to the Library by CLANN. The Library also acknowledges, with considerable gratitude, the very substantial number of written responses which it received following the round of consultations.

Generally speaking, the balance of comment on ABN, as it was proposed in July 1980, followed a similar pattern to that which greeted the BIBDATA proposal, but with a notable increase in enthusiasm for the overall proposition. As in 1976, there was strong support for the development, in the National Library, of a very substantial data base, to which libraries could have access to enable them to achieve not only increased productivity in cataloguing, but a wide range of resource sharing benefits, in the interests of a more effective response to the needs of readers.

As on the previous occasion, the question of decentralization was thought to have been insufficiently addressed, there was uncertainty expressed as to the management framework proposed for the service and there was critical comment on the basis for charging users of it. There was support for the view that what should be established, in the first instance, was no more than an on-line selective record service. In what follows an attempt is made to respond specifically to these basic questions, but some general remarks on them seem appropriate at this point.

As noted later, the basic recurring charge to the user, following the pattern widely adopted overseas, is proposed to be for first time use (FTU), i.e. interrogating the system to identify a record and to add a holding statement to that record. Two criticisms of the charges as proposed appeared during the consultations. The first was that, since at present the National Library assumes the financial responsibility of maintaining a National Union Catalogue of Monographs (NUCOM) on cards, to charge libraries for adding holding statements to the ABN data base, which clearly was designed to replace NUCOM, would be to transfer that cost to them. The second criticism, which largely subsumed the first, was that the Commonwealth Government could be held to have a responsibility to establish, maintain and develop a national data base to which libraries could have access for a variety of purposes and that no element of that responsibility

should be transferred as a charge to those libraries. They should bear only the cost of making use of the information on the data base.

The cost implications of the first criticism might be most simply expressed by saying that the charges for ABN should be reduced by passing on to users the salary savings made by the National Library in not maintaining the union catalogues affected. The cost implication of the second criticism was expressed by one consultant as requiring the Government to carry 37% of the total cost of the scheme by way of subsidy. The Library's calculations suggest that the figure might actually be as high as 54% of the total costs.

The first criticism seems quite reasonable, but the problem is that the savings to the National Library would only be achieved progressively as contributors to the union catalogues gradually became subscribers to ABN. It would be some time before these savings became significant. There would seem to be no reason, however, why the charging schedule should not be reviewed regularly to take account, inter alia, of such savings as had been achieved.

The arguments in favour of the second criticism again carry considerable weight, but they must be measured, realistically, against the Government's declared policy of distributing the cost of such undertakings.

The proposal emphasises a degree of centralisation. The point should be made, nevertheless, that a range of options for decentralisation is offered within the context of what is feasible now in terms of technology and resources. There is no reason why the system could not evolve progressively to reflect both improvements in these areas and the developing needs and wishes of the participants.

The Library has looked very carefully at the suggestion that implementation of the project should be staged and that it should be restricted initially to an on-line AMRS. It is our considered opinion, which is supported in detail in later sections of this document, that the cost of such a limited development could not be justified.

As to management, may I draw attention to the suggested Terms of Reference and membership of the proposed Network Committee and the proposed Network Standards Committee. The Library sees a need to exercise administrative control over an enterprise to which substantial amounts of the Library's own resources would be committed, but beyond this, the detailed development of the operation would rest with the Network Committee. The vital matter of standards would be completely in the hands of the Standards Committee.

In commending this draft proposal to Australian librarians, I am happy to say that the Library's assessment of reactions to the preliminary draft has persuaded it to seek, at an early date, specific approval for the additional resources in staff and funds needed to launch ABN on the basis set out in this revision.

HARRISON BRYAN
DIRECTOR-GENERAL

GLOSSARY

AACR2

Anglo-American Cataloguing Rules. - second edition.

ABN See: Australian Bibliographic Network

ABN Office

A designated group of staff within the National Library of Australia responsible for on-going support of the central services of ABN

ACS See: Australian Card Service

ADABAS

The proprietary trade name of the data base management software which allows the WLN Software system to be run on a computer.

AMRS

Australian MARC Record Service is an existing National Library of Australia service in batch mode allowing retrieval of particular records from a data base of MARC records using a limited number of access points, such as ISBN, and providing the output on magnetic tape.

ANB

Australian National Bibliography (A publication of the National Library of Australia).

AUSMARC

The version of the MARC bibliographic record format used among Australian libraries for data interchange using electronic or magnetic means.

Australian Bibliographic Network

A proposed national bibliographic facility based on the provision of an on-line shared cataloguing system.

Australian Card Service

A catalogue card service provided by the National Library of Australia from bibliographic records held in the Australian MARC Record Service (AMRS) data base.

Authority control

The functions involved in establishing, maintaining, and using specified forms for headings for a set of bibliographic records. Authority files include cross references from variants to the preferred forms of headings, and links from earlier to later forms and between broader and narrower terms and related terms. An authority file may represent the authoritative forms of headings for an individual institution, a group of related institutions, or consortia of institutions.

Batch processing

The technique for processing work through a computer by first accumulating it and then running it on the computer.

BIBDATA

The name given by the National Library of Australia in 1976 to a proposed Australian national shared cataloguing system.

Bibliographic control

The functions necessary to generate and organise records of library materials for effective retrieval.

Bibliographic record

Data representing the bibliographic attributes of a particular published item; typically includes descriptive and subject cataloguing indexing, authority control headings and abstracts.

Bibliographic review

The manual checking of a bibliographic record to ensure that items in the record are correct according to the accepted standards of cataloguing.

BNB

British National Bibliography (A publication of the British Library)

Canadiana

A bibliographic publication of the National Library of Canada.

CAVAL

An acronym for Cooperative Action by Victoria Academic Libraries. (A consortium of some Victorian libraries)

Centre of excellence

An organisation with designated responsibility for establishing and maintaining the authoritive forms of cataloguing to be used within ABN.

CLANN

An acronym for College Libraries Activities Network in New South Wales. (A consortium of some New South Wales libraries)

COM

Computer-output on microfilm

Consortia

Generic term used to describe various types of library groups such as State library networks, resource sharing cooperatives, and not-for-profit companies to service library networks.

Control number

In ABN, a number uniquely identifying a bibliographic record.

Copy cataloguing

The process of making entries for a catalogue using previously prepared bibliographic records and specifically, in the case of ABN, the retrieval of any record in the central data base for a participant to attach a holdings statement to the record.

CSIRONET

The telecommunications network established by the Commonwealth Scientific & Industrial Research Organisation (CSIRO) using TELECOM lines.

DATEL

A telecommunications service provided by TELECOM for rapid communications between computers and remote data terminals.

DDN See: Digital data network

Digital data network

A telecommunications service provided by TELECOM enabling digital data to be transmitted over a specially established communications network with the data remaining in digital form throughout its transmission.

First time use

A phrase used to describe the major charging unit for the use of an ABN bibliographic record, The charge would be levied for the addition of a holdings statement to a record already on the data base.

Format

The layout or presentation of bibliographic records in machine-readable form such as in the AUSMARC format.

FTU See: First time use

ISBN

International Standard Book Number

LC

Library of Congress

MARC

An internationally recognised system for describing bibliographic records in machine-readable form. Variations on the standard MARC format have been adopted by many countries for data exchange within national boundaries; eg, AUSMARC in Australia.

National agency record

A bibliographic record received in a MARC format from a national bibliographic agency such as the Library of Congress, British Library, and the National Libraries of Australia and Canada.

Network

Comprising two or more organisations engaged in a common pattern of information exchange through telecommunication links for some common objectives.

NUC See: Union catalogue

On-line system

The connection of computer terminals and other associated equipment directly to a computer for the direct input or output of data.

Packet switching

A type of data communications in which small defined blocks of data called "packets" are independently transmitted from point to point, being reassembled into proper sequence at the destination.

PRECIS

An acronym for the PREserved Context Index System which strings subject headings together according to a specific procedure so that the strings can be computer processed to produce an index in which each heading in a string can be read in the context of other headings in the same string.

SAERIS

An acronym for the South Australian Education Resources Information System.

Shared cataloguing

An organisational arrangement whereby libraries group together to share their bibliographic records to decrease the amount of original cataloguing which has to be done by any one library in the group.

Software system

The computer programs required for the computer to produce the desired results.

TECHNILIB

A not-for-profit company formed by some Victorian public libraries to centrally process the ordering and cataloguing of library materials.

TELECOM

The Australian Telecommunications Commission, trading as TELECOM Australia, is the government authorised operator of public telecommunication services.

Union catalogue

A catalogue that describes the contents of physically separate library collections, indicating by means of location symbols the libraries in which a given publication is shelved. A National Union Catalogue (NUC) is compiled at the National Library of Australia.

Washington Library Network

Defined by its enacting legislation as "an organisation of autonomous, geographically dispersed participants" using the networking components of an interlibrary system, a reference/referral system, a telecommunications system, and a computer system. Responsibility for the network is placed with the Washington State Library Commission, except for certain data processing functions; and the State Librarian is identified as the Executive Officer of the network.

WLN See: Washington Library Network

WLN software

The Washington Library Network (WLN) computer software applications programs are being designed and implemented in four subsystems: cataloguing, acquisitions/accounting, circulation, and serials control. These subsystems interrelate with each other, minimising duplication of information files and improving access to information pertaining to a variety of library functions.

1: INTRODUCTION

1.1 While the concept of shared cataloguing is not new and shared cataloguing is a reality for many libraries in Europe and the United States, plans to achieve it in Australia have not reached fruition at the national level. The National Library has provided a selective record service to libraries throughout Australia via AMRS. This has proved a valuable aid in the establishment of automated cataloguing systems in many institutions. It is also the major source of cataloguing data for institutions using the services of computer bureaus specialising in data processing for libraries. In addition, several libraries in various states have formed consortia, either for the explicit purpose of shared cataloguing, or with a more general resource sharing motive in mind but still embracing the development of a shared cataloguing facility as a key element. Many of these consortia also use AMRS as a source of bibliographic data.

1.2 Individual libraries and consortia still rely largely upon batch processing to support their cataloguing activities. These batch processing systems lack the immediacy of response and the efficiency characteristic of an on-line system based on sophisticated data base management facilities. There can be little doubt that shared cataloguing services (and for that matter most computer based library services) can be provided more effectively through on-line facilities. A major factor inhibiting the general development of on-line library systems is their cost. This problem is alleviated considerably if the cost can be dispersed over a large base of users who pay for the services they obtain.

1.3 The National Library has been investigating the feasibility of implementing a national on-line shared cataloguing facility for some time. The first major step in pursuit of this ideal was the publication of the BIBDATA report in 1976. There was agreement on the aims and objectives expressed in this document and the basis for a national shared cataloguing system was established. Although support for the concept was there, several important elements were missing, including a suitable software system on which to base the service and the resources necessary to provide it. With the recent implementation of the Washington Library Network system at the National Library, the question of suitable software may be judged to have been addressed. The National Library is now turning its attention to the provision of the necessary resources.

1.4 Recent developments thus suggest that implementation of a national on-line bibliographic facility is both highly desirable and feasible. The use of the phrase 'bibliographic facility' as opposed to 'shared cataloguing facility' is deliberate. It is considered that a national network should not limit itself to cataloguing but should also support other library activities including technical processing. The rest of this document is concerned with the development of a framework or model for an

Australian Bibliographic Network (ABN) service and in particular for the centralised services of such a network. Some indicative costing information is also provided. This outline of the central service and the indicative costing information should provide potential users with a firm basis on which to assess the appropriateness of the service individually to an institution or collectively to a consortium.

BENEFITS

1.5 There are substantial benefits available from the use of a national on-line shared cataloguing facility. It would:

i assist libraries to reduce the rate of increase of cataloguing costs,
ii assist libraries to streamline cataloguing procedures,
iii provide the necessary information to enable libraries to avoid the unwarranted duplication of purchasing,
iv through a reduction in cataloguing effort permit the re-deployment of staff to more productive activities,
v enable libraries to make better use of library materials through improved inter-library lending and sharing of resources.

Library users should benefit from:

i reduced delay in availability of information on library holdings,
ii greater depth and variety in the consultation of library catalogues,
iii improved knowledge of materials held by other libraries,
iv access to improved reader services through re-deployment of staff from the cataloguing function.

1.6 The extent to which these benefits were realised would depend very much upon:

i the level of use of centrally provided facilities,
ii the extent to which libraries are using the central facilities already provided (ie, AMRS) and the present level of participation in resource sharing and cooperation.

1.7 The major contribution to these benefits would be provided by increased levels of copy cataloguing. It is estimated that users would achieve a copy cataloguing level of 80%, on average, when the network reached an advanced stage of development. Overseas experience has demonstrated that this figure could be higher, especially if a comprehensive range of machine-readable files is provided and a significant number of libraries participate in the scheme. Each further increase in the level of copy cataloguing can result in considerable additional staff savings. The National Library, for example, has found that the staff costs on its manual system were $13.00 for original cataloguing and $7.65 for copy cataloguing compared to $5.80 for

original cataloguing and $2.45 for copy cataloguing on the automated system.

1.8 A major factor influencing the comprehensiveness of the data base and therefore the copy cataloguing level would be the contributions made by users in the form of original cataloguing. The value of these original contributions would be most effective when these data were added to the data base at the earliest possible moment. Use of the central on-line system for original cataloguing would be the best way to achieve this aim. There are alternatives whereby users could do original cataloguing locally and update the data base off-line; however, there are disadvantages associated with this technique and the approach is considered undesirable. The lack of early notification of cataloguing would mean that unnecessary duplication of cataloguing effort and possible unnecessary duplication in the acquisition of material through lack of up-to-date knowledge, could still take place. In addition, the facility of a centralised standard authorities system would not be used and this could lead to a reduction in the quality of the data base. The importance that is attached to the early availability of original cataloguing data can be gauged by the fact that it would be proposed to waive any charge for the on-line addition of a new record.

1.9 The availability of an on-line authority file, developed and maintained to pre-defined standards, could make an important contribution to the benefits obtained from the system in two ways. First, it would reduce the effort required to maintain authority files, as in a shared cataloguing system this maintenance effort is distributed amongst the users and the central support group to the advantage of all participants. Second, the quality of the data would be enhanced by the use of authorised headings which had been developed according to standards established for the national data base. Once again staff productivity gains could be obtained through this facility.

1.10 Information contained in the data base would be continually updated through national MARC amendment records and corrections or enhancements to records by participants. In addition, headings would be updated through the authority maintenance process. All of these changes would be reflected in catalogue products, such as the COM catalogues, which would be produced from the data base. This would yield savings to participants in catalogue maintenance. However, these benefits would not apply in the case where users obtained catalogue card products, or machine readable records from the system which they then processed elsewhere, unless they were able to adopt procedures which identified catalogue cards in error or arrange the re-issue of records that were changed.

1.11 One of the great advantages not available at present but made possible by an on-line system would be the speed of access to data. This would be complemented by data base maintenance facilities which ensured that the data itself, on which so much

depends, is kept as current as possible. These two factors would mean a more responsive information system not only for the librarian but also for the library user.

1.12 Ultimately the whole inter-library loan system would benefit from the availability of an on-line location service. Even users who could not access the service directly would obtain benefits from the availability of a hardcopy version of the union catalogue produced from the on-line system.

1.13 Collection development programmes and rationalisation of collections would be greatly assisted by the availability of an easily accessible up-to-date record of library holdings and orders. A user considering the purchase of any item could make a decision knowing whether or not it was held or on order for other users of the system. In general, obtaining such information is practical now only for very expensive items, although more extensive consultation on acquisitions is undertaken by some consortia.

1.14 While most of the benefits outlined above apply directly to the technical processing operation within the library, ultimately it would be the library user who would benefit through improved services. It is considered, however, that these benefits would be maximised through the fullest participation by institutions in the centralised shared cataloguing concept and the creation of a comprehensive national data base.

FORWARD PLANNING CONSIDERATIONS

1.15 The preparation of a detailed forward plan for the development of ABN is not possible at this stage, primarily because ABN has no formal approval. It is probably also beyond the scope of this document, given that a "Network Committee" would be expected to provide significant input to such a plan and the committee does not yet exist. It is possible however to discuss in broad detail some of the activities that would precede the implementation of ABN and some of the factors that might influence a timetable for its implementation.

1.16 In terms of developing central ABN services the primary consideration is government approval for the service (and the necessary additional resources). The formal approval of ABN by government serves as a starting point from which to discuss the subsequent events in the implementation of services.

1.17 The following is a list of tasks (by no means exhaustive) which would be necessary to the development of ABN:

i confirmation of the terms of reference for the Network and Standards committees,

ii formation of the Network and Standards Committees,

iii establishment of an "ABN Office" including:
- agreement with appropriate bodies on the organisational structure of the support group,
- formal approval for staff, and
- recruitment and training of staff.

iv development of charging mechanisms including:
- consideration of most appropriate charging mechanism,
- development of schedule of charges.

v preparation of a contract to be concluded between participants and the National Library for provision of services.

vi planning for extension of service including:
- development of the strategy for extension of service,
- identification of priorities for introduction of users,
- development of a programme for introduction of users,
- development of a programme for conversion of users' existing machine-readable files where necessary, and
- development of a programme for adding further data bases.

vii completion of tasks associated with providing computer access including:
- arranging provision of terminal devices,
- arranging provision of data communications services, and
- undertaking computer support tasks necessary for the expansion of services.

viii completion of training of initial group of participants.

ix establishment of standards for the network.

x development of a forward work programme for software enhancement.

1.18 It is anticipated that ABN would build up to a level of one million cataloguing transactions per year (i.e, a level of activity used for the various cost calculations in this document) over a five year period. This is based on the assumption that approximately twenty new organisations could be introduced per annum. The validity of this estimate would depend, among other things, upon the extent to which the introduction of new users could be facilitated by consortia, the capacity of the computer facility and the speed with which it could be upgraded if necessary, and the staffing level of the ABN Office. It would be important that the introduction of new users to the service be controlled to ensure that a satisfactory level of service to users could be maintained at all times.

1.19 Other factors likely to influence the introduction of users are geographical location, size of institution, and particular characteristics of a potential participant which might suggest the priority it should be assigned. The ability to establish a large base of users in the shortest possible time (to promote the sharing of the cataloguing activity and to generate revenue) suggests that initial extension of services might be concentrated in the more populated capital cities with early extension to the others. The size of the institution (in terms of intake of library material) could be considered important for the early development of the service. Potential users might represent particular cases which recommended them for early inclusion; for example, government instrumentalities which publish (and catalogue) material that is collected extensively by other potential users. There might also be circumstances which prevent potentially valuable users from participating in the early stages of the network, such as commitment to a particular form of catalogue or an inability to undertake an early conversion of an existing machine readable file.

1.20 The National Library has a particular responsibility to Commonwealth government departments. It might be necessary to make a special case for their access to the service. The introduction of those seeking to access the system is, because of their size and proximity to the central site, not expected to impact too greatly on the introduction of other libraries.

1.21 The National Library is also conducting a pilot study into the use of WLN by a group of external libraries (details of the pilot study are given in Appendix A). These libraries should have already developed a sound knowledge of the system and should have given some thought to the full implementation of the service in their institution. It is expected therefore that the introduction of these libraries could be accelerated and an initial user base created quickly. In addition it is hoped that the pilot study would provide the opportunity to identify and solve many of the small problems which would inevitably arise with the introduction of a service such as the one envisaged.

2: NETWORK CONSIDERATIONS

BASIC CONCEPTS

2.1 The proposed Australian Bibliographic Network is envisaged as supporting an integrated bibliographic network through both centralised and decentralised facilities. Centralised facilities would stem from a national data base of machine-readable records of high quality maintained in this state by the implementation of standards determined by the network. The development of a comprehensive bibliographic data base is fundamental to the successful implementation of a national on-line bibliographic facility. The value of a national data base is well recognised and the National Library has often been identified as the most appropriate body to assume responsibility for its development.

2.2 Decentralised facilities would be derived from separately held subsets of the national data base reflecting the particular use of that data base by individual institutions or members of consortia. Any subset might not correspond exactly to the copy held centrally in that users might choose to hold abbreviated records or to modify "national" records for their own purposes.

2.3 Participation in the network should be as open as possible. Users of centralised facilities could be either individual institutions, members of consortia, consortia acting on behalf of their members, or commercial organisations acting on behalf of their customers. There would however be a caveat to this open participation, namely that use would be charged for according to criteria established for first time use (see section 4). Decentralised facilities could be provided by individual institutions, by consortia who would establish their own criteria for participation or by commercial organisations who would presumably establish a "fee for service" arrangement with customers.

2.4 That this approach involves a significant level of centralisation has been influenced by three important factors:

i the benefits to be obtained,
ii the costs to be considered,
iii the functional characteristics of the software system on which the service would be based.

One of the earliest realisations reached in formulating the proposal for centralised facilities was that it would not be possible to provide a service which was "all things to all users". This view has been reinforced by the consultations held with libraries of all types during the third quarter of 1980. There is a lack of flexibility in some of the individual facilities of the software system. For example catalogue card and COM products are limited in format options. Some desirable features are not available at present, e.g. detailed holdings, and might not be introduced unless they became recognised network requirements. In addition, users of the central facilities would

be restricted in the options they could exercise in tailoring a national agency record to their purposes. Nevertheless, a significant number of potential users have indicated that their requirements could be met in full or in large part from facilities and products that are available currently. For some, the limitations outlined above would be outweighed by the benefits they would receive if they availed themselves of the full range of services which could be provided at present. It is therefore proposed that a full range of products and facilities should be offered centrally to those who require them.

2.5 The degree of centralisation or decentralisation of the service, therefore, will vary across Australia and would be determined by such factors as:

i the level of automation in the cataloguing function already implemented by participants,
ii the benefits to be obtained from any particular approach as perceived by participants in the light of their own activities,
iii the comparative costs of a partially decentralised service versus a wholly centralised one.

However, it is expected that the minimum level of participation would require the direct contribution of original cataloguing through use of the on-line system.

2.6 In line with the basic concepts outlined above it is believed that the centralised service should be based on the following principles:

2.6.1 The service to be provided would be a <u>nationwide</u> online bibliographic service.

The principle of cost equalisation for data communications would be followed. It is envisaged that initial network development would be concentrated in the capital cities and larger development centres. Economic factors however must be considered and provision of services to more remote geographical areas would almost certainly depend upon new offerings from TELECOM such as the digital data network (DDN) and packet-switching facilities which are expected to be considerably cheaper than existing DATEL Services. The possibility of using the facilities of existing data communications networks, e.g. CSIRONET, would also be explored. This could provide a means of extending services to some geographically remote areas at an early date if approved.

2.6.2 The service would be available to all sectors of the community.

The service should be widely available amongst libraries. However it should not be seen as the exclusive province of the library community. Providers of information services other than libraries might wish to access the national bibliographic data base. In addition, libraries might wish to have indirect access to the service through computer service bureaus or other commercial organisations. Some form of linkage to publishing companies has yet to be examined but could be beneficial.

2.6.3 The service would be based on the principle of shared cataloguing involving timely contribution of cataloguing information to the national data base.

Participants who used the centralised services as a source of copy cataloguing data would be asked to enter into a commitment to contribute original cataloguing data to the data base. Consortia or commercial organisations would enter into a similar agreement on behalf of their members or customers. It is considered that the benefits obtainable from the implementation of a shared cataloguing facility are significantly greater than those available through an on-line selective record service. It is not envisaged, therefore, that the service would be used purely as a source of cataloguing data in this manner.

Access to the national data base for information and reference services only would be considered. This form of connection however would take a lower priority to participation in shared cataloguing mode.

2.6.4 Fundamental to the Service would be a national data base of high quality.

This national data base would comprise:

i a pool of records progressively upgraded to the latest standards by cooperative action and composed of national agency data, (including the Australian National Bibliographic record);original cataloguing data input by users; and other files of bibliographic information considered to be of value as a source of cataloguing data,

ii a collection of authority (heading) information extracted from these records,

iii a file of location information reflecting the holdings of Australian libraries.

Authority information from records used by participants would be verified and this would form the basis of an Australian authorities system.

2.6.5 The service would be based on a set of standards established by a network standards committee.

Participants would be expected to adhere to the standards established for the network. These standards would be drawn from national and international standards where appropriate.

2.6.6 The service would be maintained at the determined standards by quality control procedures.

Defined authority control and bibliographic review processes would be implemented. These review processes would be manual backed up by automated procedures where they could be safely and satisfactorily applied. It is envisaged that the review process could be carried out centrally and also through designated "centres of excellence" which might be individual libraries or consortia.

2.6.7 There would be a definite commitment to functional enhancement of the service in accordance with expressed needs and priorities of participants.

It would be desirable that a proper balance be maintained between horizontal growth (introduction of new users) and vertical growth (introduction of new facilities). The early impetus would be for horizontal growth as a user base was established to promote the shared cataloguing concept and to generate revenue. This should be complemented as soon as possible by the enhancement of existing features and the implementation of new ones.

There are provisions in the agreement between the National Library and WLN on use of the WLN software for maintenance of the existing software and also for the introduction of new features to the parts of the software covered by the agreement. Enchancements made by WLN are obviously tied to the development timetable set by WLN in response to priorities established by its users. New WLN sub-systems are excluded from the agreement but they can be obtained through negotiation. As the priorities of an Australian Bibliographic Network would be unlikely to coincide with those identified for WLN, it would be necessary to provide the resources necessary to ensure that the needs of ABN participants were adequately met.

2.6.8 The service would have to be provided on the basis of full cost recovery of a stated level of costs.

The proposal developed in this document, particularly the discussion on charging, has been based on the principle of full cost recovery. Any subsidy that might be granted would be deducted from the overall costs of service. The National Library would be treated as a customer of the service and notional revenues from the Library would be deducted from the costs of providing the service. The principal concern would be that all costs be recovered, be they subsidised costs or the full costs involved in providing the service.

2.7 With the above considerations in mind the following aims for the centralised services of ABN are identified:

AIM 1: To develop a comprehensive national data base of machine-readable records for all types of library materials, providing:

i a pool of bibliographic records,
ii related location information reflecting the holdings in Australian libraries of particular items described in the pool of records.

AIM 2: To implement an enquiry system which permitted the widest possible access to the national data base in the most effective and efficient manner.

AIM 3: To provide a range of products and services based on the national data base.

AIM 4: To accommodate a range of decentralised services with a view to promoting the fullest possible use of the national data base.

AIM 5: To develop an Australian authorities system.

2.8 One of the major objectives of the central service would be to provide some of the key elements considered necessary to the successful development of efficient library processing facilities on both a centralised and decentralised basis. Specific functions to be supported would include:

- Shared cataloguing,
- Selection,
- The components of the National Union Catalogue, regional and specialised union catalogues,
- Reference and information services,
- Defined interfaces with appropriate decentralised facilities.

2.9 The scope of the centralised service would not include the general provision of such services as circulation control or serials check-in facilities. The use of the service to support an on-line catalogue for all library patrons is also considered to be beyond the scope of the envisaged service. Participants' staff (and possibly selected library users e.g. academic staff) would have access to the national data base on-line, which for some participants would serve the same purpose as access to their own on-line catalogue. Generally speaking, however, access by patrons is considered to be more suitably provided through decentralised services at the regional or institutional level. For example, it is thought that the number of terminals (of the order of 5000) involved in providing access to an on-line catalogue for all library patrons could not be satisfactorily supported by a single central facility. The National Library would seek to provide services which complemented development by consortia or individual institutions. A workable interface between centralised and decentralised services would be ensured by the fullest consultation between the National Library as the provider of centralised services, on the one hand, and consortia and individual libraries on the other. It is expected that consortia would aim to develop systems and services that took advantage of and in turn complemented those available nationally. In this way the most effective use could be made of the scarce resources which are available nationally for development of effective library services.

NETWORK STANDARDS

2.10 The importance of standards in the development of the network cannot be stressed too highly. The establishment and maintenance of standards and guidelines to ensure that particular levels of quality are achieved would be necessary, given that one of the primary aims would be to develop a national data base of high quality.

2.11 The development of standards should be a network wide concern and it is proposed that a Network Standards Committee be established to fulfil a number of roles related to this activity. The role of the Standards Committee is discussed in more detail in Section 5.

2.12 Standards if properly observed would heavily influence the content of the data base. Without pre-empting standards which might be implemented for the network, it might be useful to consider the standards the National Library has established for its use of the WLN system for on-line cataloguing. The following discussion indicates the Library's approach to two particular areas of concern, duplication of records and standards for input of new records.

2.13 The data base would not contain duplicate national agency records. For example, if a record for an Australian imprint was issued by both the LC and Australian MARC distribution services, only one record would be retained on the ABN data base. This is mandated by basic concepts of the WLN software and data base organisation, such as the linking of a separate location record to a unique bibliographic record, and the orientation of the software towards the elimination of duplicates. It means that there would be no equivalent in the system to the source selection preference options in the current AMRS system.

2.14 Where duplicate national agency records were matched in the data base building process, the policy on preferred source would be as follows: ANB, Canadiana, LC, BNB. As a general principle, a 'home country preferred' policy would be adopted for future national agency files. The principal reason for the preference of LC over BNB source records is the unsatifactory standard of LC subject headings in BNB records, due to the basing of these headings on broad PRECIS strings rather than on the work in hand.

2.15 Cataloguing standards for use in the system relate to:

i modification of existing data base records,

ii description and heading in original records,

iii fullness of original records.

A brief outline of present National Library policy is contained in Appendix B.

2.16 Standards should also be set for the intake of large machine readable data files and for retrospective conversion. If a participant wished to add its existing machine readable file to the data base this should be subject to the same quality control applied to the input of original records. Standards which may be established for the maintenance of the data base, for example the superseding of a user originated record by an incoming national agency record, should also be observed. This would have particular ramifications for users who had engaged in detailed "tailoring" of national agency data in the development of their file or users who had catalogued according to different standards to those established for the network.

2.17 It is recognised that some of the modifications users make to national agency records do effectively improve their quality. However the processing of large machine readable files is particularly resource intensive and the introduction of more complex vetting procedures to choose the best of several alternatives could make the overall cost of the conversion process prohibitive. This particular problem would require further investigation to see if a solution could be obtained which was more acceptable than the one presently available.

2.18 From time to time it is possible that independently developed machine readable bibliographic files would be identified as being of particular relevance to the ABN network. These files would become candidates for direct loading onto the data base, provided that they complied with the minimum standards established for intake of new records. In the event that they failed to meet this minimum standard it might be possible to provide off-line access to the file with a view to promoting records requested into data base working files where they could be upgraded to the desired standard.

2.19 Another aspect of the service subject to control by standards is that of record format and representation. The on-line input, editing and display of complete bibliographic records would use the WLN internal record format. This format reflects the LC MARC format, while differing from it in certain features. It is anticipated that the existing WLN internal format would continue to be used for on-line input, editing and display of records in the foreseeable future. In their actual storage on the data base, records conform to a quite different format which reflects the requirements of the data base management software (ADABAS). Bibliographic records could be added to or selected from the data base on magnetic tape. Input of external bibliographic records could be accepted in either LC MARC or AUSMARC format. Tape output might also be in LC MARC or AUSMARC format.

2.20 Having established a set of standards and guidelines to ensure that the quality of the data base and the resulting services and facilities were of the highest level practicable, the next logical step would be to provide the capability to monitor the service to ensure that the standards were being observed. There is such a facility implicit in the software. Procedures could be established for the review of records added to the data base and headings used in these records. There is also a facility to develop a cross-reference structure for these headings.

2.21 It is expected that these review activities would prove to be particularly labour intensive, especially for authority control. However the work involved in maintaining centralized authority control would undoubtedly be substantially less than the sum of the authority work previously done in individual institutions. It would be possible to centralise all of these activities and charge users for their provision. However, since many of the likely participants already engage in authority control, some measure of decentralised authority control is proposed. There are two possibilities. The first would be to decentralise some activities such as the input and amendment of authority heading records, with final level vetting and review remaining centralised. The second would be to decentralise fully the total activity where the designated centre not only developed the record but was also responsible for all levels of review leading to the record being added or changed on the data base. In this latter case the total user body could be involved as

designated centres, or "centres of excellence" could be defined which would undertake these activities on behalf of other network participants. If a totally decentralised approach was adopted it is proposed that a sampling procedure be undertaken centrally to ensure that consistency was being maintained among the various "centres of excellence". In the final analysis, the users should be the most critical arbiters of the adequacy of quality control in the system. They could address identified problems to the central bibliographic review group or to the network standards committee. The above options would require considerably more examination and deliberation before the ultimate approach to bibliographic control was determined.

3: NETWORK SERVICES

3.1 As indicated in Section 1, the ABN proposal envisages the provision of both centralised and decentralised services. The coordination and compatibility of these two forms of service is an important consideration.

3.2 Initially, centralised and decentralised services would be linked through the off-line exchange of bibliographic data on magnetic tape. Compatibility between centralised and decentralised facilities will depend upon the ability to implement the AUSMARC format for interchange of bibliographic information. The actual network itself would be a star pattern with computer terminals linked directly to a central computer facility. It is possible that some decentralised computer facilities would be linked to the central facility in the initial implementation phase, however, this would be possible only if the decentralised facility had the capability to emulate the data communications protocol used to communicate between the central facility and the attached terminals.

3.3 It is expected that more sophisticated interfaces would be developed which would permit direct computer-to-computer linkage. Once this capability had been adequately implemented, the prospects for direct transmission of bibliographic information from one site for storage and manipulation at another would be much brighter. There would also be a greater possibility of automatic updating of distributed machine-readable records from a central site.

3.4 The development of these interfaces would almost certainly involve some measure of programming and development at both ends of the linkage. Close cooperation between the National Library and participants seeking to develop such a linkage would be necessary to ensure that compatibility between the two systems is achieved.

THE CENTRAL SERVICE

3.5 The services and facilities which would be available centrally will be discussed under the following broad headings:

- Data Base
- System facilities
- Ancillary Services.

THE DATA BASE

3.6 As indicated previously the national data base would comprise:

i a pool of records as a source of copy cataloguing data (and also for use in reference and information services),
ii holdings information superimposed on this pool of records which reflected the contents of the collections of libraries participating in the network,
iii a subset of headings derived from the records in the pool which had been upgraded and verified according to standards established for the national data base and which formed the basis of a national authorities system.

3.7 The data base would be developed in consultation with the participants, with the aim of making it as comprehensive as possible. Coverage would include National Agency data, other identified bibliographic files and data contributed by users. Initially only books, serials and films would be covered, however it is anticipated that this would be extended to include other types of library material. A list of data files currently included in the data base or under consideration is given in Appendix C.

3.8 There would be three important ways of supplementing the data base other than by adding the data files identified. They are:

i the addition of current original cataloguing on-line by network participants,
ii addition of retrospective data by network participants (from both machine readable and manual files).
iii addition of data from nominated machine readable files.

The concept of retrospective addition of data by participants has been discussed in Section 2. The addition of other machine readable files would have to be assessed for relevance to the network, and quality of the data. There seems little point in adding data to the data base unless it would either increase the level of copy cataloguing for participants or prove to be of particular value in terms of reference and information services.

3.9 In the event that a data file is found to be relevant to the operation of the network but of doubtful quality, consideration would be given to a scheme which allowed the data file to be queried offline from the main data base. Such a scheme would operate along similar lines to the AMRS service. A record could be promoted from the offline data file to the on-line data base for upgrading if it was found useful.

3.10 There is provision in the WLN software licence agreement for exchange of original cataloguing data between WLN and ABN. An assessment would be made of the original cataloguing of WLN

participants. This would be added to the ABN data base if it was demonstrably useful.

3.11 An extensive set of access points to the data base would be provided. Participants would be able to formulate searches using the following fields in the record:

- Control number including ISBN, LC Card Number and internal system number
- Title (keyword)
- Series Title
- Author (personal, corporate and conference)
- Subject.

3.12 It is estimated that users would have access to approx 2.75 million records by the end of 1982 (based on the files listed in Appendix C). This would be supplemented by original cataloguing data supplied by participants. The annual intake from national agency sources is approximately 350,000 records.

SYSTEM FACILITIES

3.13 This proposal for ABN is based on the use, for central services, of software developed for the Washington Library Network (WLN). The WLN software currently comprises two subsystems:

i The Bibliographic subsystem (including Inquiry), and
ii The Acquisitions subsystem.

The first would be available to participants from the inception of the network, the second at a later date. It should be noted that at this stage there is no detailed holdings or shelf list facility available in the system.

3.14 Inquiry gives access to the various data base files, including the bibliographic, vocabulary, key, holdings and working files. As indicated previously access to these files is available through control numbers, author names, subject headings, series titles and title keywords. Further information on the files and access points has been published elsewhere (see Appendix D).

3.15 Below is a summary of library operations which would be facilitated by the system:

i Copy cataloguing would be facilitated by the ability to link library holdings to bibliographic records in a large data base of MARC files and shared cataloguing records. Bibliographic records might also be edited and upgraded with local information.

ii The system would facilitate original cataloguing of books, serials and films. Catalogue records could be input online and reviewed through the structure of working files. Duplication of original cataloguing would be prevented by a system of attaching "intent to catalogue" reservations to interim records. An online authority file would be available to support original cataloguing. (It is not possible to produce "close copy" records by duplicating and editing existing data base records on-line).

iii Reference searches against the data base would be facilitated through the Inquiry subsystem. The production of printed bibliographies from these searches would be facilitated by overnight printing on the network computer and subsequent delivery of the results.

iv Interlibrary lending would be facilitated through immediate access to alternative locations within the network (including call numbers) for specific works. Access to the network union catalogue might be either online, through the holdings file, or offline, through the union catalogue.

v The Acquisitions Subsystem, when available for general use, would facilitate all phases of the acquisitions process for network participants. Facilities would include: access to an online on-order file, production of purchase orders, production of claim letters, management of acquittal.

Participants not using the Acquisitions sub-system could record the fact that items were on order through use of the summary holdings facility. This could be used in the consultation process.

3.16 The hours of operation of the on-line system would be determined by the requirements of the participants and the batch processing overheads incurred in running the system. The system is likely to be available from 8.30 a.m - 6.00 p.m., Monday to Friday, Eastern Standard Time, from the inception of the network. This would be reviewed in the light of the use of the system and need to serve participants in different time zones.

3.17 The following is a summary of the products that would be available from the cataloguing system:

i Cataloguing data on magnetic tape for those records to which location information had been attached or for records which had been changed in a particular time period.

ii A COM fiche union catalogue. This would be available to participants and to other institutions. The union catalogue would reflect all records in the data base holdings file, and display NUC symbols and library call numbers for these records. It would be arranged as separate author, title and subject indexes (which included only brief bibliographic descriptions) and a register which contained a full bibliographic description and tracings for each record. Recumulated indexes and additional register fiche would be produced at least twice per year.

iii Individual COM fiche library catalogues. Catalogues would also be available for specified groups of participants, providing regional union catalogues where these are desired. Initially these individual catalogues would be available only in the union catalogue format (register, plus author, title and subject indexes). At a later date, other options in the arrangements and formatting of the catalogues would be available. The production frequency of each catalogue would be determined by the participant concerned.

iv Catalogue card sets (including headings for each tracing) or unit cards. These would be available for libraries that wished to maintain a card catalogue or a card shelflist.

v Label sets for book spines and pockets.

vi A 'new title list' in COM fiche form. The list could be produced weekly for each participant, reflecting the previous week's cataloguing, or the cataloguing since its most recent fiche cumulation. This product would be a single entry list, arranged in title order, and would include library call numbers.

3.18 The National Library would continue to offer existing batch based services that parallel facilities available through ABN namely, the Australian MARC Record Service (AMRS) and the Australian Card Service (ACS). The charges for those services would remain comparable to those currently applicable. It would be expected that these services would eventually be provided from the ABN data base. This would hopefully provide users of those services with a more comprehensive data coverage and therefore an improved hit rate. The option for nominating source of records would not be available (see 2.13).

ANCILLARY SERVICES

3.19 Training courses for new participants in the network would be provided by an ABN Office or by consortia. Courses would be available on all aspects of the system including use of the terminals, elementary inquiry, advanced inquiry, use of the input-edit subsystem, MARC cataloguing, worksheet preparation, and use of the acquisitions subsystem.

3.20 Some on-going support would be available on-line in the "instructions" facility, through which users would access basic information on use of terminals, title and author searches, and the location of library holdings. It is expected that more emphasis would be placed on the use of on-line self instruction facilities in the future. Refresher courses would be provided as required for participants who have already been trained. New releases of the software and enhancements to the system would be documented as they occur.

3.21 Training which was provided by an ABN Office would be charged for as a separate service. Where participants had formed cooperatives or regional groups, the groups might undertake training for their members and make their own arrangements for charging. In this case an ABN Office would conduct courses to update regional training offices in the latest system changes and new facilities.

3.22 Documentation would be provided to participants on all aspects of system use. One set of documentation would be issued free to each participating library. If additional copies were required these would be provided at cost. The documentation would be maintained by the ABN Office and updated as enhancements in software or changes in standards required it. An ABN Office would also provide standard cataloguing worksheet forms at cost to participants.

3.23 The principal means of outward communication with participants would be the "daily news", an online message broadcast facility. A message to participants would be entered at the start of each day, and might be accessed at any time. If an urgent problem arose during the day, participants would be notified via the daily news.

3.24 The principal means of inward communication to the ABN centre would be the "help desk" facility. The help desk would be staffed daily to assist users in the resolution of day-to-day problems such as malfunctioning terminals, unexpected error messages and poor response time. Access to the help desk would be by telephone.

3.25 The ABN Office would offer a consultancy service to network participants. Consultancy might be required in such circumstances as retrospective conversion of a special file, planning local cataloguing workflows, and processing specialized library materials within the standards of the system.

DECENTRALISED SERVICES

3.26 A detailed discussion of decentralised services is beyond the scope of this document. Some activities that could be considered to be more appropriate to regional or institutional development were discussed in Section 2. In addition, the roles of consortia in an ABN scheme are discussed in Section 6. Collectively these two statements give some indication of the direction that the development of decentralised services might take over the next few years.

4: COST AND CHARGES

4.1 It would be of primary importance that a service such as ABN be cost effective for the users. If it were not then it is unlikely that there would be sufficient use of the service to justify its existence. However charges for services from ABN must be set so as to achieve a stated level of cost recovery. The level of cost recovery required of the service would be a critical factor. There are three broad types of cost recovery criteria that could be applied, they are:

i a subsidised service with the residue of the actual cost of the service over and above the subsidy being recovered by charges for use,
ii full cost recovery where the actual cost of the service is recovered entirely from the users,
iii a profit margin situation where the actual costs of providing the service plus some margin of profit are to be recovered.

4.2 Varying minimum levels of use would be required for each of the above alternatives to achieve a cost effective situation for the user. It is probable that the level of use required to sustain the third alternative would be beyond the capacity of Australian libraries. If a minimum level could not be reached then the per unit cost of servicing a diminished "market" would rise sharply with the distinct possibility of a more costly service further reducing the number of users who would find it cost effective. The same situation would apply to the other two alternatives although the threshold would be lower in both cases. Obviously a generously subsidised service would be within the reach of a substantial portion of the library community.

4.3 The second alternative, that of full cost recovery, is the one that has been applied in all financial calculations in this document. The volume of use required to sustain the service in this situation at charges acceptable to the user, is discussed later in this section.

4.4 The costs associated with providing the ABN service would fall into the following broad categories:

- Capital Costs,
- Computer facility costs,
- Data Communications,
- Consumables,
- Staff Costs.

A detailed breakdown of these broad categories is given in Appendix E together with a table showing costs for particular levels of activity on the system. A sample costing is given in Appendix F for two types of selective record service based on the WLN system.

4.5 It can be seen from the table in Appendix E that the costs of providing a service such as ABN would be substantial. Economies of scale do apply, however, and the per unit cost of processing (and the first time use charge) would be reduced as the level of use of the service increased. This wouldn't apply indefinitely and it is estimated that the effect would plateau around $2.00 to $2.20 on the figures presented.

4.6 In Appendix F two hypothetical situations for the provision of some form of on-line selective record service have been presented. The first case is a replication of the current batch AMRS service. The second is a more attractive alternative where the data base of national agency records would be supplemented by original cataloguing data contributed by users. Case 1 produces a per record cost in the range $1.88 to $2.15; Case 2 has a per record cost of $1.97 to $2.14. An on-line selective record service could result in significant reductions in certain cost areas (for example Network Support Staff, terminal costs), however there is still a substantial cost involved in providing on-line access to the data base. The development and maintenance of the data base itself would be particularly resource consuming. Although Case 2 would see increases in revenues, these would be offset by the need to process user supplied cataloguing data on magnetic tape. Since the service would be almost exclusively concerned with providing users with a machine readable record (an estimate of 20% recovery of costs from enquiry use has been made), the bulk of the costs would have to be recovered by charges for these machine-readable records.

4.7 It can be seen from the above figures that the cost to the user of an on-line selective record service is only marginally less than the cost of a full on-line shared cataloguing service. It is considered that the benefits obtained from participation in a shared cataloguing service are significantly greater than those to be obtained from an on-line selective record service. Under the circumstances, the development of an on-line selective record service is considered to be an alternative of marginal value.

4.8 In drafting the indicative charging schedule an optimum cataloguing transaction rate of one million titles per annum has been assumed. It can be seen from the table in Appendix E that the per unit cost of processing increases dramatically as the level of activity declines. If for example a maximum acceptable per unit cost was found to be $3.00 per cataloguing transaction, then the required level of activity would probably need to be around 700,000 cataloguing transactions per annum.

4.9 Having established the costs of the service it is then necessary to consider the basis of charging. It is proposed that charging be based on actual use of the service, and that the charges be expressed in terms that are both easily understandable to the user and readily quantified. There are three components to the proposed charging structure:

i Fixed non-recurring charges,
ii Fixed recurring charges,
iii Variable use charges.

The variable use charge items would include:

- Addition of holdings,
- Database inquiry (on a per command basis),
- Requests for catalogue products,
- Catalogue cards,
- Spine and pocket labels,
- Production Costs of COM fiche catalogues.

4.10 The major charging unit would be the charge levied for the addition of holdings to a record already on the data base. It is proposed that this charge (commonly referred to as a first time use charge, or FTU) would be levied as follows:

- Each "user" of the service, irrespective of whether it participates as an individual or as a member of a group, would be charged for its first use of a record on the data base for copy cataloguing.

- A "user" is defined to be either a single institution or a group of institutions which are served by a single library technical processing centre.

4.11 The above was put forward by the National Library as a "first attempt" definition in the consultations held with libraries in 1980. The final definition would be determined by the Network Committee. One of the envisaged functions of the Network Committee would be to advise the Director-General on all charging matters. Appendix G contains a charging schedule providing indicative costs based on the above charging principle.

4.12 Some alternative approaches to charging have been suggested, for example a charging schedule which "reflects usage of the service" as opposed to the charging schedule discussed above (which places emphasis on use of the data base). These alternatives would be examined, but an overriding consideration is the need to recover a stated level of costs. It is considered that the most equitable way to do this is to weight the charge for use of a record, which is the primary use of the service. The weights could be adjusted so that the FTU charge is reduced and other charges, say for products or data base searching, are increased. There is no guarantee however that these other services would be used to the same extent. There is a possibility therefore that a shortfall in revenue could occur.

Increased charges for "optional" services could see their use reduced. In this situation the FTU charge would ultimately have to be increased to compensate for reduced revenues, as it is the only aspect of the service which has any predictable level of use. The three major bibliographic utilities in the USA all use the FTU charge as the primary charge for service.

4.13 It was suggested in recent consultations with libraries that participants who contributed a full bibliographic record to the data base should be credited with an amount equal to the FTU charge. If this suggestion was accepted it is estimated that the FTU charge would have to be increased by 50% to compensate for revenue lost in paying credits. Other possibilities which could be investigated include the payment of a reduced credit (say 25% of the FTU charge) or the payment of a full credit when a record contributed by one participant is used by another. Both of these options however must ultimately result in increased charges.

5: GOVERNANCE

5.1 The successful operation of the network would be dependent upon a number of factors, including the contribution that the user made to the overall management of the system. There would be at least three formal mechanisms whereby the central service can remain responsive to the needs of the user community.

5.2 The first would be User Groups. These groups would provide a forum for the exchange of views between users and, where necessary, the formulation of recommendations to other committees concerned with management of the network and the National Library as the provider of the service. User Groups could be established on a geographic or common interest basis. They might in turn establish sub-committees charged with formulating advice to the other network management committees on specific matters such as standards, training, and development programmes.

5.3 The National Library considers that it would be the users' prerogative to establish whatever network of Users' Committees they considered desirable. The National Library suggests that the users might consider holding an annual meeting of all users, for which the Australian Bibliographic Network Office would provide the secretariat, at which representatives to the Standards Committee and Network Committee would be elected and at which matters of common concern could be aired.

5.4 It is proposed that the major policy development body be the Network Committee. It is envisaged that this committee would be composed of both nominated and elected members. This committee would be charged with amongst other things , the formulation of forward planning for the development of the network. These planning activities might stem from the direct initiatives of the committee or might arise from recommendations put forward by either the User Groups or the Standards Committee. The Network Committee would be able to convene Working Parties on specific issues or for on-going purposes. A proposal for the possible structure of the Network Committee is given in Appendix H.

5.5 The third important management body would be the Standards Committee. This committee would be the one most closely concerned with the day-to-day operation of the service. Many of the operations carried out on the system, particularly those concerned with the input and editing of cataloguing data, would be governed by the standards of the network. These standards would require constant revision in the light of changes to standards at both the national and international level. In addition, close monitoring of the observance of standards throughout the network would be required. Recommendations on the implementation of new standards and the revision of old ones would be in the hands of this committee. Decisions on action to be taken on the non-observance of standards would also be part of this committee's brief.

5.6 The reliance of the network on standards would require close cooperation between the standards committee and the National Library as the operator of the service. The fact that this committee would be so concerned with the day-to-day operation of the service suggests that it would have to meet frequently. A detailed proposal for the possible structure of a Network Standards Committee is given in Appendix I.

5.7 Responsibility for the overall operational management of the service would rest with the National Library. The National Library as a government body has certain responsibilities, for example direction of staff and control of finance, which could not be devolved to bodies not under the direct control of the Commonwealth government.

5.8 It is proposed that a formal contract would be concluded between ABN participants and the National Library as the provider of the service, to set out the contractual obligations of both parties. It is expected that the contract would be drawn up to cover a 12 or 24 month period.

5.9 Another issue of some importance to potential users of ABN would be ownership of records. It is proposed that any new records added to the data base by individual users would be made available to other network participants. The contributing institution would not be able to demand any royalties on the re use of these records (except for the specific situation covered in Section 4 where a possible option on charging would be to credit a user for the first reuse of one of its records). Users would be able to obtain a copy of their records (plus any ammendments) from the data base at no charge other than the cost of copying the records. In this case however copies of the records would remain on the data bare for use by other participants, even if the donor institution was ceasing participation in the ABN network.

6: CONSORTIA AND THEIR RELATION TO ABN

6.1 The generic term "consortia" has been used throughout this document to refer to a number of different types of library groups. There are, for example, state based library services such as the Western Australian State Library Board; there are cooperatives such as TECHNILIB which have been developed to provide a common library technical processing facility to a group of subscribing libraries; there are cooperative groups organised on a geographic or common interest basis which have been formed to pursue activities of common interest (an example is SAERIS in South Australia). This last type of consortium quite often operates in an informal manner relying on the efforts of people working in member institutions. No formal agreements or contracts are signed which bind participating members to defined activities.

6.2 Another form of consortium is represented by CLANN and CAVAL. Here the members have formed a not for profit company which then provides the members with a range of services. The objectives of the company and therefore the members are clearly defined. A formal agreement is entered into by members who participate in these groups. The organisation itself provides the members with a pool of resources (for which they pay) which can be devoted to matters of common interest. CLANN an CAVAL are the only consortia of this type in Australia at present. Both organisations have been formed with a view to promoting shared cataloguing and other forms of cooperation in library automation between their members. CAVAL also engages in other activities which encourage resource sharing. This type of organisation is often referred to as a service network.

6.3 Many of the consortia have been formed for the specific purpose of engaging in shared cataloguing or for more general purposes which include this objective. The development of ABN would represent a significant opportunity for consortia to achieve further improvements in this area. At the same time the existence of such consortia could provide an early impetus to the development of ABN. These existing consortia collectively represent a significant number of libraries which are potential users of ABN. The active participation of consortia in the extension of ABN services to their members could ensure a more effective and timely development of ABN than might be achieved through a single service point.

6.4 One of the advantages of participation in a consortium, especially a service network, is the personal and immediate service provided to members. The activities of the service network personnel are geared to a smaller group of libraries which are usually conveniently located geographically. Training programmes can be developed which are more appropriate to the needs of the members. The service network could also act as a broker of ABN services on behalf of libraries which might otherwise find themselves unable to participate in the network.

6.5 Some of the services that consortia provide would also be undertaken centrally, for example training and production of documentation. The costs for these services would be built into the general charging schedule. In these instances there is probably a case for some form of discount on charges to consortia members. This is a matter that would have to be resolved.

6.6 The introduction of ABN could see new cooperative groups being formed to make the most effective use of the services provided. It would be important that consultation take place between the ABN Office and the principals of such groups to ensure that the objectives and operations of each consortium would in fact obtain maximum value for its members.

6.7 It would be equally important that detailed consultation take place to ensure that the development of the ABN network and its relationships with existing consortia were carefully coordinated and managed. Some consortia have pointed out that they have considerable expertise to contribute to any discussion on the development of ABN. This expertise must be used to facilitate the sound development of the ABN concept.

6.8 Some of the roles that a consortium might undertake are:

i acting as the first point of contact for its members, for advice on use of the ABN service and for problem resolution,
ii acting as a focal point for the introduction of new users to the service,
iii providing central access to ABN service on behalf of those members who could not afford to participate on an individual basis,
iv providing a range of services to its members as a substitute for (or supplement to) those provided centrally,
v acting as a "centre of excellence" for decentralised authority control and cataloguing review,
vi undertaking development of regional union catalogues,
vii developing regional interlibrary lending facilities,
viii providing computer facilities and developing computer based services such as on-line public access catalogues, serials-accessioning, acquisitions and circulation control systems which complemented services provided centrally,
ix participating in the development of interfaces between centralised and decentralised facilities.

6.9 The particular importance that the National Library would attach to the role of consortia in the development and expansion of ABN is reflected in the suggested framework for the Network Committee where it is recommended that members of consortia elect half of the user representatives. However the interests of those institutions participating individually would be preserved. It is suggested that if at any stage the number of individual users became significantly greater than those participating through consortia then proportional representation would be introduced.

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APPENDIX A

The Australian Bibliographic Network Pilot Project

The National Library will conduct a Pilot trial study of the use of the WLN software currently installed at the Library. This software system would be the nucleus of the proposed ABN system.

The Pilot Project will provide access to the system by a number of institutions for a period of six months commencing on February 2nd, 1981 at the end of this trial, a report on the conduct of the trial and the conclusions of the participants as to the potential usefulness of the facilities of the system will be produced. This report may be made available to other interested parties to assist them in evaluating the suitability of the proposed ABN system for their particular situation.

The participants selected for inclusion in the Pilot Project are:
Attorney-General's Department Library
Australian Bureau of Statistics Library
Barr-Smith Library (University of Adelaide)
CAVAL (Victoria)
Commonwealth Parliamentary Library
OLC (Office of Library Co-operation) - (NSW)

The Pilot Project is a co-operative effort, with the costs being shared amongst all parties. It will be conducted according to agreed Terms of Reference (reproduced below), and will be carefully monitored throughout its course.

ABN Pilot Project Terms of Reference

1) Pilot Project Aims

The ABN Pilot Project has the following aims:

For the Participants:

a) To evaluate the functional capabilities of the WLN software and a range of services based on this software;

b) To assess these services in relation to their own particular situation;

c) To determine the level of copy-cataloguing available to their institution;

d) To examine matters relevant to participation in an ABN scheme, including:
cataloguing workflow including interface to a local system;
information retrieval and reference work;
catalogue production;
holdings enquiry for inter-library loans purposes;
problems created through use of the system;

turnaround of products from the system;

e) To undertake a cost/benefit analysis of participation in an ABN scheme;

f) To test the feasibility of distributed authority control.

For the National Library of Australia:

a) To perform, in conjunction with the participants, an evaluation of the suitability of the software as currently operating in the National Library to support bibliographic networking activities.

b) To gather data from the participants for the preparation of a report, and to use as the basis for projections relevant to the creation and development of an ABN.

c) To monitor and determine system performance in a networking situation for the collection of data to enable accurate projections of:
   1) data loadings on telecommunications facilities;
   2) impact on NLA computing facilities; and
   3) levels of support necessary in the networking situation to be made for a production ABN network.

d) To examine and quantify the workload of review and authority control action required to support an ABN network;

e) To test the feasibility of distributed authority control;

f) To develop expertise in bibliographic networking.

Scope of the Project

The scope and limitations of the exercise are:

a) The duration of the project will be six months for each participant;

b) The system operating in-house on a production basis in the NLA will be available to participants. This comprises the enquiry subsystem and the input/edit subsystem initially for monograph cataloguing only; serials cataloguing will be available later in the duration of the trial. The Acquisitions subsystem will not be available.

c) Cataloguing products, including cards, fiche catalogues, New Title Lists and the output of machine-readable records on tape, will be available.

d) The system will be available during normal operating hours.

e) The volume of cataloguing throughput will be monitored and kept within levels able to be handled within available NLA resources;

f) NLA will supply without charge one full set of documentation plus any additions/amendments/enhancements made during the course of the project to each participant;

g) NLA will provide training in enquiry and input/edit for a limited number of staff members from each participant organisation. This training will take place at the NLA. Participants will bear all travel and subsistence costs.

h) The ABN Help Desk facility will be available during the hours of system operation to assist participants in use of the system and for problem resolution;

i) For the purpose of the pilot trial, participants will be required to maintain network standards set by the NLA for their cataloguing input;

j) The National Library will bear reasonable costs for the supply of cataloguing products from the system. It is proposed that three fiche catalogues will be produced for each participant, the first two to be institution-specific and the third to be a union catalogue of all participants' holdings added during the trial. Subject to the availability of card stock and paper, one set of cards for each catalogue entry if required, and a small amount of print requests for each participant, will be produced at no cost to the participant.

General Note:

At the end of the pilot project, a report on the conduct and findings of the project will be produced. This report will serve as a source document for the development of an ABN. While some of the information gathered by participants may be of a private nature, it is anticipated that the final report may be made available to other institutions interested in participation in the ABN scheme.

It is proposed that there will be at least two meetings of all participants at the National Library during the course of the project. At these meetings, the progress of the pilot trial will be discussed and problems will be addressed.

In order to monitor the progress of the pilot trial, there will be several formal reporting dates established for the collection of quantitative and qualitative data by participants and by the National Library. It is appropriate that these dates be set for approximately two weeks before the meetings of participants to allow the National Library to collate the data for presentation at the meetings.

The National Library will act as a central point for consultation between participants. While participants may wish to approach each other directly on some matters of common concern, the National Library will if requested act as a 'clearing-house' for communications between participants.

APPENDIX B

National Library Editing and Input Standards

The standards currently used by the National Library for amendment and input of data base records are set out briefly below.

Existing full data base records are accepted without change in almost every case. CIP records are not upgraded to full records. Gross typographical errors are corrected. An ISBN is added if it is available. For multi-volume works, the description is changed if necessary to reflect additional volumes held. Headings are not modified, as the control of headings is managed on behalf of the network by an authority maintenence unit.

For newly input records, bibliographic description conforms to AACR2, Part 1. Headings conform to AACR2, Part 2, with ABACUS approved amendments only.

Concerning the fullness of newly input records, the National Library has chosen a minimum level which consists of the following fields:

- Record control number
- Main entry heading
- Title and statement of responsibility area
- Edition area
- Publication, distribution, etc., area
- Physical description area (extent of item and Specific Material Designation only required)
- ISBN
- Added entry headings (only required if appearing on chief source of information or likely to be sought as alternative author)
- Language code
- Cataloguing source code
- Cataloguing form code
- Date of publication code and date.

APPENDIX C

ABN Data Base Files

The following files are either part of the ABN Data Base, due for inclusion or are being considered.

	Data File	Status*
1	LC MARC Distribution Service (Books)	I
2	LC MARC Distribution Service (Serials)	I
3	LC MARC Distribution Service (Films)	I
4.	Australian MARC Distribution Service (Books)	I
5.	Original Cataloguing of WLN Participants prior to 1980	I
6.	NLA Original Cataloguing	I
7.	UK MARC Distribution Service Books (1976+)	I/D
8.	Canadian MARC Distribution Service	D
9.	LC MARC Distribution Service (GPO Monthly/Catalog)	U
10.	Australian MARC Distribution Service (Serials)	D
11.	Australian MARC Distribution Service (Projected Media)	D
12.	SALSSAH file	U
13.	SSAL	U
14.	National Film Library (Aust) Catalogue file	U
15.	NUCAV (TAFE Colleges)	U
16.	ILEA (British AV)	U
17.	CATLINE (National Library of Medicine)	U
18.	BISA (Bibliographic Information on South east Asia)	U

* Note
I: already included,
D: due for inclusion,
U: under consideration.

APPENDIX D

Guide To Publications

Reading on WLN

1. Freedman, Maurice J. "The automation of cataloguing - 1976". Library trends (January 1977): 703-721.

2. Calk, Jo. "On-line authority control in the Washington Library Network". In What's in a name? Control of catalogue records through automated authority files, edited by Natsuko Furuya. Toronto: University of Toronto Library Automation Systems, 1978.

3. Franklin, Ralph W. and MacDonald, Clarice I. "The Washington Library Network". Special libraries (February 1975): 84 - 90.

4. Matthews, Joseph R. "The four on-line bibliographic utilities: a comparison". Library technology reports 15 (November - December 1979): 665 - 838. Appendix 9

5. Reed, Mary Jane. "The Washington Library Network's computerized bibliographic system". Journal of library automation, 13 (September 1975): 174 - 199.

6. Woods, Richard. "The reality and the dream for WLN reference librarians". RQ, 19 (Fall 1979): 32 - 43.

7. Woods, Richard. "Washington Library Network Computer System". On-line review, 3 (1979): 297 - 330.

8. Llewellyn, Richard. "Introducing the Washington Library Network". Cataloguing Australia, 5 (3) (July - September 1979): 7 - 13.

Checklist of NLA announcements on WLN/ABN

* For information 178. National Library studies Washington Library Network computer system (10 January 1979)
* For information 203. MARC data base on-line for readers at the National Library. (21 May 1979).
* For information 256. Australian national bibliographic network. (21 February 1980).
* For information 265. New on-line service available to the public. (30 April 1980).
* For information 279. National Library microfiche catalogue available. (24 June 1980).
* For information 285. Possible development of an Australian Bibliographic Network (7 August 1980).
* Australian Bibliographic Network goes live (Systems news, no. 4, July 1980).

* WLN in the National Library (ROD news, no. 4, March 1980).
* Australian Bibliographic Network (ABN) is born. (ROD news, no.5, June 1980).

APPENDIX E

ABN Costs

1. Capital Costs

   These would include allowance for the amortised costs of software and hardware acquisitions (including terminals). For ABN all equipment other than terminals would be expected to be based at the National Library.

2. Computer Facility.

   The NLA computer facility would be costed as a whole(based on the elements indicated below) and then an estimate made of the use of this facility by ABN to apportion a costing to this category. Elements included in the costing of the computer facility would be:

   - Hardware rental
   - Software lease
   - Occupancy costs
   - Services (e.g. cleaning, electricity)
   - Equipment & Software maintenance costs
   - Operations staff costs (plus 25% for overheads).

3. Data Communications costs would include both trunks and tail connections.

4. Consumables would include purchase of magnetic tapes, computer stationery, printer ribbons, special stationary and the cost of travel and subsistance.

5. Support staff would include computer support staff (excluding those already included in 2 above) and network support staff. Computer support staff would be concerned with the maintenance and enhancement of software products e.g. the WLN software. Network staff would be concerned with user support activities such as training, problem resolution, documentation, billing etc.

COSTS FOR VARIOUS LEVELS OF USE

	Thousands of cataloguing transactions per annum			
	300	500	800	1,000
Capital Costs	$	$	$	$
. Terminals(1)	73,000	121,800	194,900	243,600
. Software (2)	54,500	54,500	54,500	54,500
Computer Facility(3)	410,400	532,000	714,400	836,000
Data Communications(4)				
. Trunks	61,500	92,300	105,400	138,500
. Tails	45,000	75,000	120,000	150,000
Consumables (including travel & subsistance)	83,500	107,500	153,500	187,500
Staff				
. Computer Support	286,000	286,000	286,000	286,000
. Network Support	454,400	547,800	676,100	782,500
Total	1,468,300	1,816,900	2,304,800	2,678,600
Per Unit cost of Cataloguing(5)	$4.89	3.63	2.88	2.68
Estimated First Time use charge(6)	$3.90	2.75	2.15	1.95

Notes

1. Terminal estimate based on a cost $3000 per terminal amortised over a three year period, plus the annual cost of maintenance. An annual transaction rate of 5000 per terminal has been assumed. No firm proposal is made on the approach to be taken for terminal acquisition i.e. by the National Library or by the users.

2. Software figure is based on the purchase costs of WLN and ADABAS amortised over a 10 year period.

3. Estimated use of computer facility is as follows 300,000 transactions (27%), 500,000 (35%), 800,000 (47%), 1,000,000 (55%). These estimates are based on the further upgrading of the current NLA Computer Facility (FACOM M180IIAD).

4. Data communications costs have been prorated for the different transaction rates. The tails estimate is based on 10,000 transaction per tail at $1500 per tail connection.

5. The per unit cataloguing cost is calculated by dividing the total cost of providing the service by the number of cataloguing transactions per annum; eg,

   $1,816,900 divided by 500,000 = $3.63

6. The first time use charge is designed to recover approximately 60% of total costs. It should be noted, however, that a first time use charge will apply only to 80% of the annual cataloguing transaction rate; the remaining 20% is original cataloguing for which no charge is levied. Therefore, the following formula applies:

$$\text{FTU} = \frac{\text{per unit cataloguing cost} \times \text{revenue recovery level}}{\text{level of copy cataloguing}}$$

$$\text{eg,} = \frac{\$2.68 \times 0.60}{0.80}$$

$$= \$2.01$$

The final figure is rounded up or down as considered appropriate. In the case of the million transaction per annum level, for example, it has been rounded down to $1.95.

APPENDIX F

Cost of Providing an On-line/Selective Record Service.

	Case 1	Case 2
Capital Costs		
Terminal (1)	-	-
Software (2)	54,500	54,500
Computer Facility (3)	510,000	700,000
Data Communications (4)	-	-
Consumables	57,500	57,500
Staff		
a) Computer Support	286,000	286,000
b) Network Support	196,500	302,000
Total	$1,104,500	$1,400,000

Notes:

1. Capital costs for terminals have not been included as it is assumed these will be purchased by the users.
2. Software costs are the costs for the WLN software and ADABAS.
3. Cost of the computer facility is based on an estimate of the use made of the NLA computer facility.
4. No cost has been included for data communications on the basis that for an on-line AMRS dial-up data communications facilities would be employed. This would add from $0.27 - $0.54 to the cost of a record depending on the location of the user. This estimate is based on a projected 100 record selection transactions/hour.

Case 1

In case 1 it is assumed that users would use the system in much the same way as they use the existing AMRS (a highly unlikely alternative). The data base would consist of national agency files with no contributed data from users. This would keep down the costs for network support staff and the computer facility. Because of the lack of contributed data the retrieval rate is expected to be low (55% on average). This means that for an optimium market of one million transactions 550,000 would actually be selected. In addition it is assumed that no products would be offered other than machine readable records. It is therefore assumed that 80% of the costs incurred in providing the service would be recovered from charges for record selection. There the record charge would be:

$$\frac{1{,}104{,}500 \times 80}{100 \times 550{,}000} = \$1.61$$

To this would have to be added the cost of data communications making the cost per record $1.88 to $2.15

Case 2

In the second case it is assumed that users would contribute original cataloguing to the data base. This would result in increased costs for network support staff and the computer facility. Because of the time delays introduced by adding user contributed records to the data base in both modes it is expected that the retrieval rate would only reach 70% (as compared to 80% for on-line shared cataloguing). Once again the bulk of the costs (80%) would have to be recovered from changes for the record. Thus the basic record charge would be:

$$\frac{1,400,000 \times 80}{100 \times 700,000} = \$1.60$$

Including data communications costs the charge for records would be $1.97 to $2.14.

APPENDIX G

Indicative Charging Schedule

Several assumptions have been made in framing the sample charges set out below. They are:

i An optimum market of 1 million cataloguing transactions per year.

ii A copy cataloguing level of 80% on average for each library's intake.

iii Most participants opting for quarterly cumulations of their microfiche catalogue.

iv Charges for addition of holdings (copy cataloguing) accounting for approximately 60% of required revenue

It should also be noted that the network access charge (B.b) refers to a connection between a participating institution and a designated networknode point.

The schedule of indicative charges is shown on the next page.

THE SCHEDULE
INDICATIVE CHARGES

(based on December 1980 figures)

A.	**Fixed non-recurring charges**	
a	Modem installation	$180
b	Manuals	At cost
c	Training	$28/hour approx.
B.	**Fixed recurring charges (per annum)**	
a	Terminal rental & maintenance	$1500 per terminal
b	Network access	$1500 per connection
C.	**Usage charges**	
a	Addition of holdings	
	. First time use	$1.95 per record
	. Additional copy	$0.30 per transaction
b	Original cataloguing	Free
c	Inquiry	$0.08 per command
d	Requests for catalogue products (Cards &/or labels)	$0.15 per request
e	Catalogue cards	$0.06 per card
f	Label sets	$0.05 per set
g	COM catalogues	
	. Processing	$0.06 per title
	. Fiche production	$1.00 per master
		$0.12 per copy

These would be the more important elements in the charging schedule. However, there certainly would be others which would be considered when a definitive price schedule was compiled. These would include:

- Magnetic tape service charges.
- Charge for Resource Directory (network union catalogue)
- Retrospective conversion charges.

APPENDIX H

The Australian Bibliographic Network Committee

The Australian Bibliographic Network Committee would represent the participants in the Australian Bibliographic Network, the Director General of the National Library and the Australian Libraries and Information Council.

Role

The role of the Network Committee would be:

- to advise the Director General of the National Library on all aspects of the operation of the Australian Bibliographic Network.

Functions

In general the Network Committee would be concerned with:

- establishment of the Australian Bibliographic Network
- development of policies and forward planning for the Network
- oversight of the work of the Standards Committee
- relations with the Users Committee
- charges and budget
- timetable for the introduction of libraries to the service other than federal government department and authorities
- matters relating to union catalogues
- establishment of priorities for the functional enhancement of software
- regular review of operations and progress.

Membership

A nominee of the Director General of the National Library of Australia,

1 member nominated by the proposed Australian Libraries and Information Council,

3 members elected by network participants which represent centralised systems, consortia etc having 10 or more separate institutional members. Until the number of such consortia in the network reaches three the number of members to be elected would be no more than the number of participating consortia, and

3 members elected by individual institutional users

The Committee would have the power to co-opt individuals for periods not exceeding a year. The chairman would be elected by the Committee.

Administrative matters

Members would be appointed for two years, half retiring each year.

The Australian Bibliographic Network office would provide the secretariat for the Committee.

The Network Committee would meet at least once a quarter. Initially the Committee would need to meet more frequently. It is envisaged that meetings would extend over two or more days.

The Network Committee might recommend the establishment of working parties with a limited life to undertake specific investigations or recommend the secondment of people to work on particular projects.

Timetable

The National Library would establish an interim Committee to advise it on forward planning and would establish the Network Committee when approvals to establish an Australian Bibliographic Network were given. Until there were sufficient users to fill the available positions the National Library, after consultation with potential users, would appoint members to the Users' positions.

APPENDIX I

The Australian Bibliographic Network Standards Committee

The Australian Bibliographic Network Standards Committee would represent participants in the Australian Bibliographic Network and the National Library with non-voting representation from the two major specialist committees, the LAA Committee on International Cataloguing and the AACOBS Australian cataloguing committee. Nominees for election should be chosen because of their expertise in the areas of responsibility of the Committee. The function of the Committee would be to make recommendations to the Networks Committee on standards matters such as those listed below. These decisions would on ratification by the Network Committee and the National Library of Australia be adhered to by all participants and by the Australian Bibliographic Network office.

Areas for standardization

The Committee would consider policies and practices in such areas as the following:

i the development of the data base (new MARC files);

ii standards for bibliographic description, name headings and uniform titles;

iii standards for subject headings;

iv standards for coded data in bibliographic records;

v guidelines for the fullness of interim records and original bibliographic records;

vi guidelines for changing data base records;

vii superseding of data base records by national agency records and by retrospective particpant records;

viii quality standards for retrospective participant records;

ix the record format for input/edit screens and for tape output;

x guidelines to be followed by network cataloguing reviewers and by the network authority control team;

xi the layout and presentation of call numbers in the holdings file and union catalogue;

xii filing rules;

xiii the layout of a common data preparation worksheet;

xiv the dates of effect of new changed Australian Bibliographic Network standards;

xv the mechanism for enforcing Australian bibliographic network standards; and

xvi the monitoring of new national and international standards and consideration of their impact on existing Australian Bibliographic Network standards.

The National Library reserves the right to establish specific standards for national bibliographic projects. These standards would only be binding on those taking part in the particular project but the resulting records would be available for use by members of the Network.

Membership

Nominating body

	Number
National Library of Australia	1
Australian Bibliographic Network Office	1
Users Committee	6
ALIC	1
AACOBS Australian cataloguing committee (non-voting)	1
LAA Committee International Cataloguing (non-voting)	1
	11

Administrative matters

The Committee would be responsible to the Australian Bibliographic Network Committee.

People nominated for membership would need to have the support of their insitutions before accepting nomination as it is expected that the work involved would, at least in the early stages, be very heavy.

The Committee would meet as required initially and thereafter at least quarterly. Costs of travel and accommodation would be met by the Australian Bibliographic Network Office. The Australian Bibliographic Network Office would provide secretariat support.

The Committee might recommend to the Network Committee the establishment of working parties with a limited life to undertake specific tasks. These might consist of a mix of members of the Standards Committee and other experts if desirable. The Committee might recommend that members of the Committee be seconded to work on particular problems either at their own institution or in the Network Office.

Where appropriate the work of the Committee should be carried on by correspondence. Membership of Working Parties should where possible be drawn from the same city to assist in communication and to save travel costs.

Timetable

The National Library in early 1981 would establish an Advisory Committee on Standards to advise it on the development of standards relating to national bibliographic activities. This could be the precusor to the Network Standards Committee which would more be established if and when approvals to create a Network was given. Until a Users Committee wasformed the National Library would nominate the 5 members for a one year term after consultation with possible users. Thereafter members should be elected to the Committee for three years, two retiring each year but all being entitled to re-nominate. As the Committee would be an expert committee, there would be considerable value in continuity.